Long-Term Study Abroad Application Checklist

First Step – Submission of Application for Consideration
1) _____ Application (online application)
2) _____ $50 Application fee (payment to Cashier with Payment Slip)
3) _____ Individual Assessment Session DATE: ____________
4) _____ Unofficial UNCP transcripts and acceptable GPA for Study Abroad- (SAC will obtain from BraveWeb to prove 2.5 GPA and good academic standing)
5) _____ One Letter of Recommendation
6) _____ Emergency Contact Form (in online application)
7) _____ Student Questionnaire & Statement of Purpose (in online application)

Second Step – Approval for a Study Abroad Program
1) _____ Meeting w/Assigned Academic Advisor DATE: ____________
2) _____ Study Abroad Course Authorization Form
3) _____ Meeting w/Financial Aid (if applicable) DATE: ____________
4) _____ Financial Aid Letter to Financial Aid (if applicable)
5) _____ Transcript Responsibilities Form (signed and returned to SAC)
6) _____ CAPS Confirmation
7) _____ Student Conduct Confirmation
8) _____ ARC Confirmation
9) _____ Medical/Physician Certification Form

Third Step – Logistics
1) _____ Passport photocopy (passport cannot expire within six months of return to US)
2) _____ Visa (need visa stamp in passport book prior to travel)
3) _____ Insurance – GeoBlue (unless going through ISEP)
4) _____ Pre-Departure Orientation w/SA Coordinator DATE: ____________
5) _____ Pre-Departure Guide & Country Specific info. provided (as necessary)
6) _____ Register student for appropriate 12 “Dummy” hours at UNCP Registrar
7) _____ Discuss Payment during Study Abroad & inform Registrar appropriately:
   a. ISEP Exchange- student pays tuition & fees, room and board to UNCP
   b. Other Exchanges- student pays tuition & fees to UNCP. Other fees paid to foreign university.

Fourth Step – Host University
1) _____ Host Application submitted to foreign university and Acceptance
2) _____ Confirm Housing, Class Schedule
3) _____ Flight itinerary

Fifth Step – Prior to (&) Returning to UNCP, student must...
1) _____ Request Transcripts to be sent to UNCP
2) _____ Reach out to UNCP SAC upon return to de-brief
3) _____ Register for UNCP Courses, with assistance from assigned academic advisor
4) _____ Host Institution Enrollment Form (if necessary)

*Please note that this internal document is intended for study abroad students to stay on track and complete the necessary requirements for study abroad. If you have any questions, please contact the Study Abroad Coordinator (SAC) at 910-775-4095.  
https://www.uncp.edu/departments/global-engagement/study-abroad